



The Virgin Islands Housing Finance Authority  
is seeking qualified applicants for a position in the St. Thomas/St. John District:  
**ASSOCIATE PLANNER I**

The Associate Planner I is responsible for the day-to-day monitoring and implementation of the Community Development Block Grant (CDBG) Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ⇒ Serve as primary liaison between CDBG Program and grant applicants, sub-grantees/subrecipients, and cognizant agencies.
- ⇒ Review and evaluate grant applications and make recommendations to CDBG Program Manager regarding selection of activities to be funded.
- ⇒ Prepare project description summaries and provide other information as needed for public hearings and other meetings regarding the CDBG Program in particular and community development, housing, and homelessness in general.
- ⇒ Assist with conducting public hearings and other meetings as required by the Citizen Participation Plan to obtain the input of stakeholders and the public in general relative to assessment of the needs of the Territory with regards to community development, housing, and homelessness
- ⇒ Prepare award letters, Subrecipient Agreements/Memoranda of Understanding, and Notices to Proceed for new projects.
- ⇒ Provide technical support to sub-grantees/subrecipients in various areas to include program regulations, program compliance, and administrative requirements.
- ⇒ Review disbursement requests submitted by sub-grantees/subrecipients and forward to Program Manager for approval.
- ⇒ Review monthly reports submitted by sub-grantees/subrecipients.
- ⇒ Monitor CDBG projects by employing methods such as site visits, staff interviews, review of project status reports, meetings with sub-grantees/subrecipients, project architects, contractors and regulatory agency staff, and other tools as may be appropriate for the type of project.
- ⇒ Prepare monthly reports summarizing the status of on-going projects.
- ⇒ Communicate findings of site visits and monitoring reviews to the CDBG Program Manager and, under the direction of the Manager, prepare letters outlining the results of the monitoring reviews for signature by the Federal Programs Director and/or Chief Financial Officer.
- ⇒ Input and update IDIS with project information and accomplishment data. Utilize IDIS reports to track project disbursements and reconcile project accounts, as necessary.
- ⇒ Assist with preparation of the Annual Plan, CAPER, and Consolidated Plan updates, as necessary.

**QUALIFICATIONS:**

- ⇒ **Education:** Associates Degree in Business Administration, Public Administration, Urban Planning, or related field.
- ⇒ **Experience:** 1-3 years of experience working with CDBG, ESG or related federal programs or grant administration. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** A working knowledge of regulations governing the CDBG Program; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint, and Outlook; Excellent oral and written communication skills and analytical abilities; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; and a valid Virgin Islands Driver's license.

**SALARY:**     \$33,280 - \$47,840 per annum depending upon qualifications

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer-at-Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). **Deadline for submittal of application package is Friday, March 4, 2022;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*